

Jurisdictional Class: Competitive
EEO Category: Paraprofessional
Revised: 01/17/2020
Approved by OTDA: 03/12/2008

SENIOR RESOURCE INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the supervision and investigation/verification of information supplied by applicants/recipients for various. The incumbent works with Agency personnel and outside attorneys on the disposition of various pending lawsuits dealing with the resources of applicants/recipients. This class differs from Resource Investigator, by nature of the more difficult degree of tasks assigned, greater independence in carrying out the duties of the position, and the ability to supervise subordinate personnel. Work is performed under direct supervision of higher level staff, with some leeway allowed in carrying out the duties of the job. Supervision is exercised over lower level staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Works with agency personnel and outside attorneys on the disposition of various pending lawsuits dealing with the resources of applicants/recipients;
Supervises, and participates in, the review and evaluation of all financial documents, which include but are not limited to, bank accounts, security holdings, life insurance, real estate, and other personal property;
Supervises, and participates in, the collateral contact with banks, lawyers, other agencies, insurance agents, and others regarding income and resources, where necessary;
Supervises, and participates in, correspondence and record keeping, as required;
Supervises, and participates in, the monitoring of clients for potential resource changes;
Supervises resource activities, and participates in them as needed;
Supervises, and participates in, interviewing clients, their relatives, and others in order to verify resources of applicants/ recipients of various programs;
Conducts field investigations;
Verifies utilization of daycare services at private residences.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of investigative techniques used in determining the financial status and resources of individuals; good knowledge of Federal and State Social Services Laws, as they affect eligibility for financial assistance; ability to probe and further investigate any details relative to any and all resources that would affect applicants/recipients contacts; ability to prepare and interpret written material; ability to conduct field visits; ability to supervise the work of others; good judgment; initiative; resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in criminal justice or a closely related field, **AND** one (1) year of field investigation* experience; **OR**

continued...

MINIMUM QUALIFICATIONS cont'd:

- (B) Successful completion of sixty (60) semester credit hours at a regionally accredited or NYS registered college or university, **AND** two (2) years of field investigation* experience.

*Field investigation involves traveling to an office, home, place of business or other location deemed important to the investigation. Data and evidence are gathered from these field visits and statements and/or affidavits from involved individuals and witnesses may be obtained.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

Adopted: 02/24/1997

Revised: 02/11/2008; 08/09/2016; 01/17/2020